

30<sup>th</sup> September 2025

Dear Parents & Carers

### **EXAM ACCESS ARRANGEMENTS**

I will soon be making applications for Access Arrangements to support pupils in their examinations. Access arrangements can include extra time, readers, scribes, use of word processors, supervised rest breaks and physical assistants.

Applications will be processed using Access Arrangements Online at the Joint Council for Qualification (JCQ), this complies with the UK GDPR and the Data Protection Act 2018.

To make the application I may need to share the following information about your child:

- Full name
- Address (Including postcode)
- Unique Pupil Number
- Date of birth
- Information taken from the EHCP
- School assessment data including reading ages

If you do not wish me to share this information then please let me know by Friday 24<sup>th</sup> October 2025. In this case I would be unable to process an application for access arrangements and your child will not receive any support with their examinations.

I am enclosing some information about Access Arrangements for your information. If you have any questions, please contact me via e-mail at the address below.

Yours faithfully



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